

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400, BOX 1000  
APO AE 09128

DIRECTIVE  
NUMBER 56-3

28 February 2000

**PLANS AND POLICY**

USEUCOM Analytical Studies Program (ASP)

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1. **Summary.** This directive establishes policies, procedures, and responsibilities to enable elements of HQ USEUCOM to request studies, analyses, and evaluations and ensures that analytical resources under the control of HQ USEUCOM are effectively allocated.

2. **Applicability.** This directive applies to all organizational elements of HQ USEUCOM.

3. **Suggested Improvements.** USEUCOM's Office of Operations Research and Analysis is the theater proponent for this program. Forward recommended changes to HQ USEUCOM, ATTN: ECCS-OR.

4. **References.**

a. Program Budget Decision 710, Subject: Defense Reform Initiative – Joint Programs, 17 Dec 97

b. USEUCOM Chief of Staff Memorandum, Subject: Establishment of the Office of Operations Research and Analysis, ECCS-OR, July 1999.

c. Memorandum of Agreement between USEUCOM, USAREUR, USAFE, and US NAVEUR for Warfighting Analysis Support, 15 September 1999

d. Army Regulation 5-5, Army Studies and Analyses, 30 June 1996.

5. **Explanation of Terms.**

**Studies, analyses, and evaluations.** Services that provide organized analytical assessments and evaluations in support of war fighting, policy development, decision-making, management or administration. These services include studies in support of business process reengineering as well as the models, methodologies, and related software supporting the studies, analyses and evaluations. Examples include, but are not limited to, cost benefit or effectiveness analyses of concepts, plans, tactics, forces, systems, policies, personnel management methods and programs; studies specifying

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This Directive supersedes ED 56-3, dated 17 November 1994.

the application of information technology and other information resources to support missions and objectives; evaluations of foreign threats, net assessments and geopolitical subjects; analyses of personnel, logistics, transportation and management systems.

## 6. **General.**

a. The USEUCOM ASP is the vehicle through which the staff identifies their annual requirements for studies, analyses, and evaluations and schedules analytical support. This program will operate on a fiscal year basis.

b. HQ USEUCOM has two mediums for obtaining programmed analytical support:

(1) The USEUCOM Support Analytic Cell (ESAC). This is located at the Warrior Preparation Center (WPC), Kaiserslautern, Germany, and is manned by a mix of military and civilian personnel, belonging to the components, designated to provide analytical support HQ USEUCOM on a priority basis. The annual level of effort available to USEUCOM will vary from year to year based on staffing levels and on-going projects carried over from prior years.

(2) The Joint Analytic Support Program (JASP). This is a contract vehicle through which the Joint Staff sponsors the design, development, testing, and implementation of analytical, educational, training, and processes improvement studies, evaluations, and capabilities for the joint modeling, simulation, and analytical communities. The annual level of effort available to the USEUCOM staff will vary from year to year based on the USEUCOM and Joint Staff funding and the number of on-going projects carried over from prior years.

c. HQ USEUCOM has three mediums for meeting its unprogrammed analytical support needs:

(1) The ESAC. A supported USEUCOM staff element may reprogram its scheduled ESAC support to meet unanticipated requirements by diverting resources and delaying or deferring its programmed deliverables. This may only be accomplished if it does not impact on the support being, or scheduled to be, provided to another staff element or exceed the programmed level of support available to the staff element.

(2) The HQ USEUCOM Program Budget Advisory Committee Process. A USEUCOM staff element may submit an unfinanced requirement to hire additional contractor support utilizing the JASP contract. Existing JASP contractors may only be diverted under emergency conditions.

(3) The Office of Operations Research and Analysis. ECCS-OR has a very limited internal analytical capability which can be diverted to provide temporary support during crises.

## 7. **Responsibilities.**

a. The HQ USEUCOM Analytical Studies Advisory Council (ASAC) is an O-6 level body chaired by ECCS-OR and consists of one voting member from each of the major USEUCOM staff

Directorates, J1-J6, and one from the special staff. The council meets, if required, to establish the priority of effort for the USEUCOM studies, analyses, and evaluations requested under the annual USEUCOM ASP. The ASAC is not required to meet unless the resources required to execute the ASP exceeds the resources available. Wherever possible, meetings will be conducted as part of an already scheduled event (e.g., Deputy Directors Breakfast or similar meeting).

b. The HQ USEUCOM Business Process Working Group (BPWG), chaired by ECCS-OR, is chartered by the Chief of Staff and meets at regular intervals to review business process initiatives within the headquarters and establish priorities. If required, the BPWG prioritizes business process reengineering activities submitted through the USEUCOM ASP and forwards them to the ASAC for incorporation into the final USECOM ASP.

c. The Chief, Office of Operations Research and Analysis, is the primary theater Point of Contact for the Analytical Studies Program and Executive Agent for the JASP contract. In these capacities, he/she:

(1) Provides oversight for USEUCOM JASP initiatives and funds for a base level of effort to provide government furnished equipment and administrative support to JASP personnel on-site.

(2) Submits USEUCOM requirement nominations to the JS/J8 for JS funding under JASP.

(3) Designates the Installation Representative (IR) for each Task Order submitted for attachment to the JASP contract.

(4) Appoints a USEUCOM JASP Budget Executive who manages theater JASP funding procedures.

(5) Chairs the HQ USEUCOM ASAC.

d. USEUCOM Directorates, Offices, and Organizations sponsoring studies, analyses and evaluations, approved for execution as part of the USEUCOM ASP, provide a Point of Contact to the study team to facilitate data collection and provide guidance and direction throughout the study.

## 8. **Policies.**

a. Wherever appropriate, government owned analytical resources should be used in the conduct of the studies, analyses, and evaluations conducted under the USEUCOM ASP. Government funds, to hire contract support under JASP, should only be expended once all government resources have been exhausted or if the appropriate skill sets are not available within government channels.

b. Any USEUCOM Directorate or Special Staff Office may submit nominations for studies, analyses and evaluations under the ASP using the procedures listed in paragraph 9 below.

9. **Procedures.**

- a. May: ECCS-OR and WPC meet to forecast the level of analytical effort that will be available to USEUCOM through the ESAC in the next fiscal year.
- b. June: ECCS-OR sends out a call for studies.
- c. July: USEUCOM staff submit their nominations using the format in Appendix A.
- d. August: ECCS-OR coordinates staff nominations with WPC and prepares a DRAFT study program with proposed priorities and sources of support.
- e. September: ASAC meets, if required, to deconflict and finalize the DRAFT study program. The Chief of Staff approves the final document and it is forwarded to ECCS-OR and, through the components, to the ESAC for execution.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

MICHAEL A. CANAVAN  
Lieutenant General, USA  
Chief of Staff

DAVID R. ELLIS  
LTC, USA  
Adjutant General

**Appendix**

A. ASP Requirements Submission Form

DISTRIBUTION:

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Appendix A

FY ANALYTICAL SUPPORT PROGRAM Submission Form

DIRECTORATE/STAFFSECTION: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

ANALYTICAL ACTIVITY GROUP: \_\_\_\_\_

DIRECTORATE PRIORITY: \_\_\_\_ PRIORITY WITHIN ACTIVITY GROUP: \_\_\_\_

**RECOMMENDED CATEGORY RANKING**, indicate whether MISSION ESSENTIAL,  
MISSION DEFERRED OR MISSION ENHANCEMENT: \_\_\_\_\_

ESTIMATED LEVEL OF EFFORT (man months of work): \_\_\_\_\_

DUE DATE FOR FINAL PRODUCT: \_\_\_\_\_

**DESCRIPTION OF REQUIREMENT/PROBLEM STATEMENT:**  
(should be in the form of a question)

**DESIRED PRODUCT/DELIVERABLE:**

**BACKGROUND INFORMATION:**

**IMPACT IF NOT SUPPORTED:**

FUNCTIONAL POC / PHONE #: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
DIRECTOR/DEPUTY DIRECTOR